

COUNTY OF SAN DIEGO
TERMINAL PAY PLAN (TPP) PROCESSING CHECKLIST

IN ORDER TO ENSURE TIMELY PROCESSING OF ALL DISTRIBUTIONS UNDER THE TERMINAL PAY PLAN, PLEASE ENSURE THAT ALL OF THE FOLLOWING STEPS ARE COMPLETED FULLY AND PROMPTLY. THANK YOU FOR YOUR ASSISTANCE.

1. Department Payroll Clerk provides the Terminal Pay Plan documents to:
 - ☐ Employee who is 55 years or older on termination date; or
 - ☐ Employee or Employee's beneficiary, where Employee's termination is due to death or disability regardless of Employee's age.
2. The Terminal Pay Plan documents:
 - ☐ Terminal Pay Plan Request Form Packet includes:
 - ☐ Terminal Pay Retirement Program Summary (1 page)
 - ☐ Instructions for Terminal Pay Plan Request Form (2 pages)
 - ☐ **FORM:** Terminal Pay Plan Request Form (2 pages)
 - ☐ Special Tax Notice Regarding Plan Payments (3 pages)
 - ☐ **FORM:** Authorization for Direct Deposit (1 page)
 - ☐ **FORM:** Irrevocable Consent to Distribution to Non-Spouse Beneficiary (1 page)
 - ☐ Termination Payoff Calculation Sheet including leave balances, provided by Department Payroll Clerk
 - ☐ **FORM:** DE-4P (5 pages)
3. Employee completes the applicable forms:
 - ☐ **FORM:** Terminal Pay Plan Request Form (**REQUIRED**)
 - ☐ **FORM:** DE-4P (**REQUIRED IF ELECTING NO STATE WITHHOLDING OR AN AMOUNT OTHER THAN 6%**)
 - ☐ **FORM:** Authorization for Direct Deposit of Retirement Benefits (OPTIONAL)
 - ☐ **FORM:** Irrevocable Consent to Distribution to Non-Spouse Beneficiary (REQUIRED IF MARRIED EMPLOYEE DESIGNATES NON-SPOUSE BENEFICIARY)
 - ☐ Employee submits a copy of their San Diego County Employee's Retirement Association (SDCERA) Service Retirement-Calculation Summary Election Estimate, and a copy of the page from their completed Application for Service Retirement which shows their benefit selection.
4. Employee returns forms to:

Public Agency Retirement Planning (PARP)
2202 S. Figueroa St., Suite 536, Los Angeles, CA 90007
Phone: (800) 590-1770, Fax: (323) 567-6063
Email: sandiegotpp@aol.com
5. Employee signs Termination Payoff Calculation Sheet and returns it to Department Payroll Clerk.
6. Department Payroll Clerk forwards Termination Payoff Calculation Sheet to Auditor & Controller Payroll Division.
7. Department Payroll Clerk prepares Form PR-3, including terminal vacation and sick leave hours, and submits it to Auditor & Controller Payroll Division.
8. Auditor & Controller Payroll Division verifies the hours on the Termination Payoff Calculation Sheet and the Form PR-3 and forwards them to PARP at the address above.
9. PARP processes the Terminal Pay and sends a notice (and a check if applicable) to the Employee or Beneficiary informing him/her of the payment or transfer of funds.

TPP Contacts:	Gladys Guzman, PARP	(800) 590-1770
	Syra Abiva, Auditor & Controller Payroll Division	(619) 515-4231
	David Baker, Treasurer-Tax Collector	(619) 531-5454